

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
(415) 865-4370 Web site: www.courtinfo.ca.gov/jobs (415) 865-4327 Fax

EMPLOYMENT OPPORTUNITY

JOB TITLE: Senior Facilities Planner
REQ #: 2407
LOCATION: San Francisco, Burbank, or Sacramento, CA

DEPARTMENT STATEMENT

This position provides a unique opportunity to be part of a new division, the Office of Court Construction & Management, within the Judicial Branch and participate in early phases of state and county level planning for court facility improvement and expansion for the California court system.

The role of the Planning Services Team, in which this position is a part of, is to provide professional services in establishing branch-wide operating standards, priorities, policies, and procedures for facility operations and capital outlay programs and for the planning of court facilities to endure a safe and conducive environment for the administration of justice.

Specifically, this team provides long-term assessment and planning of capital project needs through strategic, five-year capital facility, master, operational, and maintenance planning. It prepares project cost estimates and budget requests for required approvals in conjunction with the management team and other OCCM staff. The team also makes recommendations to the Judicial Council for prioritizing capital outlay projects and revenue allocations.

The Planning Services Team will be responsible for ensuring applicable codes and regulations are enforced. It will participate in code formation discussions and ensure changes are disseminated. The unit will also foster and maintain successful relationships with state and county facility and administrative representatives. The unit is further responsible for utilities and resource conservation, and ADA programs and policies. It will also ensure communications and responsiveness to non-AOC clients and constituents are effective and positive.

RESPONSIBILITIES

- Supervises the work of junior staff and consultant teams to conduct facilities needs assessments, including staffing and space forecasts, and court facilities master plans that identify a court's strategic facilities vision and tactical steps to achieving it;
- Drafts and administers consultant scopes of work and contracts. Negotiates fees;
- Conducts surveys, maintains basic data, prepares reports, and suggests policies, principles, and standards relating to courthouse planning and development;
- Advises and makes presentations to court planning committees, judges, and executive officers;
- Prepares or reviews changes in long-range development plans;

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- Prepares or reviews budget proposals for state or county funded projects;

- Prepares, reviews, or monitors consultants in the preparation of periodic and special reports on various aspects of court facilities programming and utilization, such as facilities surveys and building capacity analyses;
- Prepares and reviews documentation supporting annual major and minor capital improvement programs;
- Prepares or assists in developing methods to prioritize major capital projects and repair projects; and
- Conducts in-house training on project management and planning practices.

QUALIFICATIONS

Graduation with Bachelor's degree from accredited college with major work in architecture, city and regional planning, engineering, construction management, or interior design is required. Four years of professional experience as a facilities planner for a court, county, or state, agency, including one year of lead experience; or five years of professional, varied and increasingly responsible experience in facilities project management, regional planning, real property leasing, architectural design, or construction management, including one year of lead experience; or one year as a Facilities Planner with the judicial branch.

One year of postgraduate education in a field related to the work may be substituted for one year of required experience (but not for the year of lead experience).

Must be available to work occasional evening and weekend hours and travel statewide as necessary.

DESIRABLE QUALIFICATIONS

Possession of an advanced degree in planning or public administration, and professional registration as an architect is highly desirable. The successful candidate will have demonstrated experience in developing multi-year facility master plans, analyzing space needs, and preparing proposals for new facilities for institutional building types. The successful candidate will have demonstrated experience in managing consultants, working successfully with clients' senior management, facilitating consensus building and making presentations to diverse clients groups. Experience in writing planning reports and managing junior planning staff is also highly desirable.

TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Facilities (architect/engineer)" and search for job req. #2407, Senior Facilities Planner.

OR

To obtain a printed application, please visit:
 Administrative Office of the Courts
 455 Golden Gate Avenue, 7th Floor
 San Francisco, California 94102-3688
 415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: **\$6,434 - \$7,819 per month San Francisco**
 (Starting salary may vary between \$6,434 and \$7,077 per month)

\$6,254 - \$7,600 per month Burbank

(Starting salary may vary between \$6,254 and \$6,879 per month)

\$6,103 - \$7,418 per month Sacramento

(Starting salary range may vary between \$6,103 and \$6,713)

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.